Indesign tour

Indesign is an image layout program not an image manipulator program. All images must be made before hand and placed into Indesign where it will be linked to the original file in your computer.Keep all your files organized!

- Create new- document

- Intent for print, choose amount of pages, choose facing pages for booklets etc.

- Also choose bleeds, as specified by your printer, margins and columns are for you own designing guides.

- Tour and become familiar with toolbox on left and control panel on top.

- Tour windows on right -see what others there are in window drop down at top finder, choose workspace to have customized presets or make your own.

- Refer to hotkeys at end of doc- as very useful.

- Now to start bringing images in. Make sure your images are CMYK and at 300 dpi for raster images before you begin. Use actions in Photoshop as it is the fastest way to convert.

- Once your file is open, have a look at the pages panel and get used to how to navigate pages. See options of facing pages or non facing pages - change in File >Document setup, also in pages panel you can check - allow pages to shuffle to manually change pages setup.

- Variety of methods to bring in- all texts and images are 'in frames'. All images are linked files.. SO keep original files saved on your comp- good file management is key.

- Placing images- manually create a frame using toolbox tool and use Bridge or Finder FILE> PLACE to choose image use the fill frame proportionally too to make the image fit your frame.

- Another way, drag image to page from bridge or finder, drag out the frame as you do and it will fit into that frame. Also you can choose more than one image and use right arrow key to tell how many frames to make. Again you can fit frame to content to get rid of white space.

- You can modify linked images by right clicking an image in the page- or by going to links palette window dropdown.

- Text frames- on type tool drag out a frame and type you text. Also can use edit frame to content here.

- Columns of text- make a text box select with black arrow and ask for amount of columns in top toolbar on right- use paragraph panel to change text formatting.

- Styles- these are helpful if you want to reuse your settings for a certain type of text for example a heading. Save in paragraph styles window - choose new style

- Master pages are also very helpful to have similar pages reproduced.. a template page basically.

- Use the eye dropper in toolbox to pick up colors- save in swatches for further use.

- Linking text boxes- is useful for text that needs to spill and connect with another text frame. Look for red overset alert on bottom right of text frames. Insert frame break to push it to next frame.

- Text wrap- useful for inserting images inside text. Use black arrow to select and use text wrap panel. Use options to see variations on types of wrap.

- Toggle the visibility of the workspace: Press 'Shift'

- Toggle between 'Preview Mode' and 'Normal Mode': Press 'W'

- Toggle visibility of composition rulers: Press [Mac] 'cmd R' [PC] 'ctrl R' Selection Tool: Press 'V'

- Direct Selection Tool: Press 'A'

- Move Around The Composition Area: Press and hold space bar on keyboard and click and drag

- Type Tool: Press 'T'

- Output. See output info on blog.